



Environmental Trade Fair & Conference

2013 Environmental Trade Fair and Conference

QUICK EXHIBITOR INFORMATION

Please see [Exhibitor Terms and Conditions](#) for information on exhibit regulations.

1. \$850 – each 10 ft x 10 ft booth
2. \$1,050 – each 10 ft x 10 ft corner booth

The exhibits will be held in Exhibit Halls 4 and 5 of the Austin Convention Center located at 500 East Cesar Chavez, Austin, TX 78701.

The booth selection process will be as follows:

Monday, December 10, 2012

Six or More Booths - 10 - 10:30 am (CST)

To purchase six or more contiguous booth spaces call 877-451-8700, 10 – 10:30 a.m. (CST)

Four or more booths - 11 am to 3 pm (CST)

To purchase four or more contiguous booth spaces call 877-451-8700, 11 a.m. – 3 p.m. (CST)

Three or more booths - 3:30 pm to 5 pm (CST)

To purchase three or more contiguous booth spaces call 877-451-8700, 3:30 – 5:30 p.m. (CST)

Tuesday, December 11, 2012

All exhibit booth spaces will be available for purchase online

Booth Amenities (Items Included)

1. 10 ft x 10 ft exhibit space
2. Booth surround of 8-ft-high drapes, and 3-ft-high side drapes
3. A 7 in x 44 in booth sign, company name as it appears on registration form
4. Black booth carpet and padding
5. A 6 ft black-skirted/draped table, 2 chairs, 1 wastebasket
6. Three exhibitor passes for preregistered personnel to staff the booth (over three and on-site passes \$25 each. There is no charge to swap out badges for no-shows).

7. Exhibit hall access for customers—invite your clients to visit your booth. Name badges are not required to enter and there is no charge for customers to walk the exhibitor floor.

Conference attendee pass is not included. Exhibitors who want to attend any presentation must register for the conference.

Electricity is not provided by TCEQ. Exhibitors who require electricity for their booth will need to order it from the Austin Convention Center. Order forms can be found in the Exhibitor Services Kit.

* Tickets for the Texas Environmental Excellence Awards (TEEA) Banquet on May 1 may be purchased for \$35. For more information visit [Texas Environmental Excellence Awards](#).

Booth Payment Options

1. Credit card
2. Electronic check

All payments are processed by Swift Solutions, Inc. (Tax ID – 52-2365019). Credit card and electronic check statements will reflect a charge to Swift Solutions. If you have questions or concerns about payment options, please contact Swift Solutions at 877-451-8700. Purchase orders are not accepted.

Cancellations

There is a \$125 cancellation fee for each 10X10 booth space. Cancellations must be received in writing by February 28, 2013. If you reserved bulk space (2 or more contiguous booth spaces), there will be no partial refunds, i.e., you may not cancel a portion of the space. You must keep or release all of your contiguous booths.

Exhibitor Service Provider

This year's Environmental Trade Fair & Conference exhibitor service provider is Freeman Company. Exhibitors needing substitutions or additional furniture or utilities other than the standard setup, can obtain them through Freeman for an additional charge. Freeman will provide a full spectrum of furniture and exhibitor services. Order forms for exhibitor services not provided in the standard setup will be included in the Exhibitor Services Kit e-mailed when you sign up for your booth space and payment is processed. The direct phone number for Freeman Company (Exhibitor Services) is 210-227-0341.

Storage and Materials Handling

Exhibitors must coordinate storage requirements with the event exhibitor service provider, Freeman Company. There will be more detailed information in the Exhibitor Services Kit that will be e-mailed when you sign up for your booth space and payment is processed.

Exhibit Move-In Schedule

Move in and set up on **Monday, April 29, 2013**

1. **Exhibit Hall 4 Booths:** set up between 10 a.m. and 6 p.m.
2. **Exhibit Hall 5 Booths:** set up between 1:30 p.m. and 6 p.m.

All vehicles and trailers entering the exhibit hall must be coordinated; please send an email to events@tceq.texas.gov no later than March 26, 2013, You must purchase enough space to accommodate your vehicle and any other display needs you may have.

Exhibits not set up during these hours will not be allowed to set up until after 4 p.m. Tuesday. For example: If your booth does not arrive until Tuesday, April 30, at 7:45 a.m., you will not be able to set up until after 4:00 p.m. that day.

The Austin Convention Center does not provide move-in carts. If a cart is necessary for your move, you may bring your own or use the service provided by the exhibitor service provider. The exhibitor service provider charges a fee.

NOTE: For safety reasons, no children are allowed in the exhibit hall during set-up and tear-down hours.

Exhibit Hall Hours

All breaks and food service areas will be in the exhibit hall to facilitate attendee circulation. All booths must remain intact and staffed during these hours:

Staffing Hours

April 30- **8 a.m. to 4 p.m.**

May 1 - **8 a.m. to 4 p.m.**

Exhibitors may enter the main entrance of the exhibit hall each morning beginning at 7:30 a.m. Exhibitors will be asked to show a valid exhibitor badge to the security officer at the door in order to gain access to the exhibit hall. Exhibit hall doors will open to attendees at 8:00 a.m. each morning.

Tear Down

May 1 – **4 p.m. to 8 p.m.**

Exhibit tear-down will begin after the 3:15–4 p.m. break on Wednesday, May 1. Please do not tear down before this time. **Any exhibits that do not adhere to these hours will not be allowed to exhibit at the next Environmental Trade Fair & Conference.** Exhibit tear down will continue until 8:00 p.m. The exhibit hall must be clear by that time.

Hospitality Functions

Hospitality functions are not allowed in the exhibit hall. Exhibitors who wish to sponsor a hospitality event should coordinate it directly with hotels, or other appropriate sites. The TCEQ will not co-host or advertise such functions.

Contacts

Registration- Swift Solutions–

Please direct inquiries regarding payment, booth location changes, online booth setup, and/or booth personnel registration to tceqevents@swift-solutions.org or by telephone at 877-451-8700.

Exhibitor Services - Freeman Company –

Direct inquiries regarding shipping, material handling, and exhibit display rental to Freeman Company (Exhibitor Services) and reference the TCEQ at FreemanSanAntonioES@freemanco.com or by telephone at 210-227-0341.

Food and Beverage – Levy Restaurants

Levy Restaurants is the exclusive food and beverage service provider for the Austin Convention Center. They can be contacted at 512-404-4100.

For all other inquiries, email events@tceq.texas.gov.

The TCEQ is committed to compliance with laws regarding accessibility. If you need assistance in accessing any of our programs or presentations, please contact the TCEQ at 512-239-3143. If you need an accommodation during this event, we ask that you contact us at least three weeks prior to ensure we have sufficient time to meet your request.

The TCEQ is an equal opportunity/affirmative action employer. The agency does not allow discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation or veteran status. In compliance with the Americans with Disabilities Act, this document may be requested in alternate formats by contacting the TCEQ at 512-239-0028, Fax 512-239-4488, or 1-800-RELAY-TX (TDD), or by writing P.O. Box 13087, Austin, TX 78711-3087.